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FILE #15

# OFFICE OF TRAINING BULLETIN

NUMBER 25

APRIL 1957



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# NEWS

✓ OTR CATALOG CHANGES -  
PLEASE INK-IN THESE CORRECTIONS NOW

ADMINISTRATIVE FOREWORD. On page i, paragraph 1., delete the last two words "and evaluations". These evaluations now have been transferred to the Assessment and Evaluation Staff/TR, extension 2155.

INTELLIGENCE TRAINING. On page ii, paragraph 3., change "(4 copies)" to "(2 copies)".

INTERNATIONAL COMMUNISM AND THE USSR TRAINING. On page iii, change "(4 copies)" to "(2 copies)".

ADMINISTRATIVE PROCEDURES, course code B-4. On the course listing sheet, under PREREQUISITES, strike "Pretest".

OPERATIONS SUPPORT, course code B-5. On the course listing sheet, under PREREQUISITES, add "Pretest".

READING ANALYSIS PROGRAM, course code I-10. Cancel this course listing sheet. It now is inactive.

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✓ OTR CATALOG CHANGE -  
READING SKILLS ANALYSIS TESTS  
REPLACE THE READING ANALYSIS PROGRAM

The Reading Analysis Program, course I-10, no longer is active; please cancel the course listing in your office copy of the OTR Catalog.

Superseding that 5-hour analysis program, the Reading Improvement Branch now offers the 2-hour reading skills analysis which you read about in the NEWS section of the February Bulletin. With the supervisor's permission, any employee may arrange to take this 2-hour analysis by telephoning the Reading Improvement Branch, extension 8210.

The tests are those given for diagnosis and analysis of reading skills at the beginning of Reading Improvement, course I-7. On the basis of scores on the tests, the reading instructors will make recommendations as to whether or not you would profit from the Reading Improvement course. They will also suggest other steps you may take to improve your reading skills.

Particular Agency units desiring a more detailed analysis for groups of employees with specific reading requirements may request this service by calling extension 8210.

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**CLERICAL SKILLS QUALIFICATION TESTS  
SCHEDULED FOR APRIL AND MAY**

Clerical Skills Qualification Tests in shorthand and typewriting, administered to on-the-job employees who must meet Agency standards, will be given during April and May on Mondays, in Room 2300, Alcott Hall, second floor, Wing C, as follows:

15 April      29 April      20 May

(Typewriting: 1315 Shorthand: 1400)

Supervisors who wish to have employees tested should get in touch with their Personnel Placement Officers. The officers will arrange for test registration.

Usually, employees who do not meet the Agency clerical skills standards in these tests should be enrolled in the Clerical Refresher Program, listed in your office copy of the OTR Catalog as courses B-12 to B-19.

\* \* \* \* \*

**SELECT PUBLICATIONS AVAILABLE TO YOU**

Copies of the following OTR bibliography are available and may be requested through your Training Officer, or by calling the Chief, OTR Library, extension 3096:

Psychological Warfare: A Reading List, 8 pages, CIA INTERNAL USE ONLY, February 1957.

Other OTR Library publications available upon request are:

OTR Bookshelf, TR RM 0-8, 8 pages, SECRET/CIA INTERNAL USE ONLY, March 1957.

List of Serial Titles in OTR, TR RM 0-9, 32 pages, SECRET/CIA INTERNAL USE ONLY, April 1957.

The Instructors' Guide to Current References, TR RM 0-3, SECRET/CIA INTERNAL USE ONLY, is published every two weeks by the OTR Library. Sample copies may be obtained by calling extension 3096.

Surplus copies of these non-Agency publications may be requested from the Chief, OTR Library, extension 3096:

██████████ CIC School, Confid-25X1A ential, 17 January 1952.

██████████ CIC School, Confid-25X1A ential, 5 September 1952.

The Intelligence Process, The Context of Intelligence, and Organization in Intelligence - a 3-part digest of Strategic Intelligence by Sherman Kent. Unclassified.

Handbook of the Soviet and Satellite Armies. Part 2 - The Satellite Armies. DA PAM 30-50-2, Confidential, May 1954.

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**NEW POLISH CONVERSATION SEMINAR  
SCHEDULED TO BEGIN APRIL 25**

Agency employees with a knowledge of basic Polish are invited to register for admission to the new Polish Conversation Seminar.

Beginning April 25, and continuing through August 15, this Seminar, like those in other languages, will meet each Thursday for two hours (1200 to 1400) in Room 2605 Quarters Eye. The leader will be an educated native of Poland, with an intimate knowledge of the land's language, culture, and problems. The 2-hour period each week will be devoted to informal discussion of everyday topics and current events. A small amount of preparation will be required for each meeting.

Persons interested in joining the Seminar are requested to contact their Training Officer, who will arrange for an interview with [REDACTED] extension 2381.

\* \* \* \* \*

**LANGUAGE STUDY PROGRESSES**

Current enrollment in internal language training courses is approximately 200; enrollment in self-study programs is approximately 150.

The Language Laboratory, 2132 Eye Building, was utilized by 121 students during the past month, for a total of 1508 hours, in the study of 17 different languages.

Language Proficiency examinations were taken by 9 people from various Agency components. The languages were: Chinese (Mandarin), Czech, French, German, Italian, Korean, Persian, Russian, Serbo-Croatian, Slovak, Slovene, and Spanish. —

OTR Qualifications Review Panels recently met to consider people for the following programs:

Full-Time Spanish language, 2  
Full-Time French language, 3  
Full-Time Polish language, 2  
Area Specialists Program (USSR), 1  
Area Analysis Program (Near East), 11

\* \* \* \* \*

**"NATIONALISM AND COMMUNISM IN  
THE ARAB WORLD"—  
FIRST CURRENT PROBLEMS SURVEY**

The first Current Problems Survey to be offered by the Language and Area School/TR, a seminar on "Nationalism and Communism in the Arab World", is scheduled 17 to 21 June. This course, which is being organized by [REDACTED] ext. 4437, will be conducted by recognized scholars and experts on the Middle East. The objective is to provide middle and senior grade personnel an opportunity to explore the area's problems with men who best know the profound changes taking place in this restless area.

Tentatively scheduled to be given full-time during the week of June 17-21, the course may be re-scheduled to run each afternoon during two successive weeks (beginning June 17), if students prefer.

Additional information will be given in the May issue of the Bulletin. Meantime, your inquiries and opinions concerning scheduling, will be welcomed by the Principal Instructor, Mr. [REDACTED]

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EAST ASIA SEMINAR AND LECTURES  
Re-Scheduled - Auditors Welcome

FOR INFORMATION AND SERVICE  
CALL "R/TR", EXT. 4005

The Regional Survey - East Asia, which now is in progress, was announced in your March Bulletin on pages 18 and 19.

Please correct the Course Schedule, on page 19, as follows:

22 April: Seminar - East Asia in the World Today

24 April: Lecture: Japan Today, I

26 April: Lecture: Japan Today, II

Auditors are welcome at these sessions.

\*\*\*\*\*

NEXT INTELLIGENCE PRODUCTS EXHIBIT  
SCHEDULED 11 APRIL, THURSDAY

Members of the Agency are invited to attend the next Intelligence Products Exhibit, scheduled to be shown in the Auditorium, Recreation and Service Building, on Thursday, 11 April, between 0930 and 1200 hours. Succeeding exhibits are scheduled for 9 May and 6 June.

Designed primarily as an integral part of Intelligence Orientation, course B-3 in your office copy of the OTR Catalog, the exhibit has been found to be of great interest and significance to members of the Agency. The exhibit is unique, in that it presents in one room a comprehensive view of the greater part of the intelligence activities of CIA.

\*\*\*\*\*

The Office of Training is now in the process of centralizing services designed to advise and counsel Agency personnel on training problems and to serve as a contact point and clearing house within the Agency for information on training opportunities. This change should be of dual benefit to OTR and to the components served by OTR. For the former, the separate Schools can direct more of their primary effort to instructing Agency employees in OTR internal programs; but more significantly for the latter, training service in connection with internal and external programs or courses can be provided more promptly and efficiently.

To organize these services, [redacted] has been designated as Registrar within the Office of Training (R/TR) and [redacted] designated as Deputy. 25X1A9a 1A9a

Training Officers and employees are encouraged to forward information to the Registrar on external training programs and courses or on other items such as professional society meetings, exhibits and conferences that have come to their personal attention and which might be of incidental or informal training interest to others. These items of information will then be promptly disseminated with other training material received by the Registrar.

Inquiries about training and formal requests for internal or external training may be directed to the Registrar at 1102 Alcott, on extension 4005.

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# Courses, Activities, and Programs

## IAS/TR DEVELOPS TESTS IN OVER 40 DIFFERENT LANGUAGES

The Testing and Research Staff of the Language and Area School now is in a position to give examinations in 47 languages.

The examinations in German and Spanish are in the standard format which eventually will be applied to examinations in all languages.

Other objective examinations, not yet in standard format, are available for French, Italian, Portuguese, Romanian, and Russian.

Translation examinations are available for Albanian, Arabic, Armenian (Eastern), Bengali, Bulgarian, Burmese, Cambodian, Chinese (Mandarin), Czech, Danish, Dutch, Estonian, Finnish, Greek, Hebrew, Hindi, Hungarian, Indonesian, Japanese, Korean, Lettish, Lithuanian, Malagasy, Malay (Jawi), Mongolian, Norwegian, Persian, Polish, Serbo-Croatian, Slovak, Slovene, Swedish, Tagalog, Tamil, Thai, Turkish, Ukrainian, Urdu, Vietnamese, and Yiddish.

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AREA TRAINING PROGRAM

The first full year of operation of the Agency's Area Training Program has encouraged decisions as to which courses should be scheduled at regular intervals. Such courses now number over 20, most of which are to be found in the 12-month schedule below. A limited number of additional courses will be considered upon a demonstration of actual need. Suggestions or problems may be taken up with [REDACTED] Chief, western Staff, and Co-ordinator, Area Training Program, Language and Area School, extension 4437.

25X1A9a

Program sessions of unusual interest in the past 12 months have featured the following non-Agency area specialists:

Dr. Dale Stewart, Curator of Physical Anthropology, Smithsonian Inst.  
Dr. Louis Morton, Historian, Historical Section, Army  
Dr. Kenneth Landon, Operations Coordination Board

25X1A

[REDACTED]  
Mrs. Eleanor Dulles, Specialist on Berlin, Office of German Affairs, State

Dr. Fritz Kraemer, Deputy Chief of the Public Affairs Division, Office of Chief of Staff, Army

Mr. Robert C. Creel, Officer in Charge of German Political Affairs, State

25X1A

[REDACTED]  
Colonel Samuel G. Taxis, Head Politico-Military Division, OCN0  
Mr. Norman Burns, Deputy Director, Near East Africa Division, ICA

Six types of offerings are now included in this program in order to meet widely differing needs:

The Basic Country Survey, running 60 to 70 hours, six to seven hours a week for ten weeks, provides considerable depth and breadth of information on a single important country, or grouping of small countries. Historical and current aspects of social and political organization, economic trends, culture, popular ideologies and attitudes, and international relations are examined in the light of the Agency mission.

The Regional Survey, generally requiring an equal number of class hours, emphasizes major intelligence problems of a world region. It is intended for those who already have considerable academic training or job experience concerning the region.

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The Integrated Area-Language course, which is the only full-time offering, running 10 to 12 weeks, provides intensive intermediate or advanced language training using appropriate area materials in the language as the chief vehicle of instruction. Such materials are generally concerned with the principal country where the language is spoken (i.e., the USSR, Japan, or Germany), but may also encompass neighboring areas of strategic importance. Emphasis is on developing a competence to report and discuss in the foreign language the characteristics and problems of the area. Students attend certain lectures held in simultaneous offerings of the appropriate Basic Country Survey or Regional Survey and later discuss with the speakers concerned certain aspects of these lectures in the foreign language.

The Lecture Series is a program for presenting 10 or 12 weekly lectures on strategically important aspects of a world region. These series are concerned with regions which either hold outstanding current interest for the intelligence profession or are not covered by the periodic survey courses. The lectures by top specialists on the subjects concerned are followed by ample question periods.

The Current Problems Survey is a seminar designed to sharpen appreciation, by intermediate and senior level personnel, of the area-related elements involved in selected intelligence problems focussing on a given foreign country or region. Emphasis is on developing competence to discuss these problems both orally and in written papers, with some freedom permitted to select topics of direct interest in the student's particular work assignment.

The Americans Abroad courses, running approximately 15 hours, are indoctrination of a practical nature on a country or region for those expecting to go there for the first time in the near future. Employees and their dependents are prepared for a smooth personal adjustment to living and working in the area. Emphasis is on personal problems in respect to "processing out", security, law, and health, and attention is focused, as well, on significant features of the particular country of destination, such as geography, history, strategic importance to the U.S., social customs, attitudes, and sensitivities.

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AREA TRAINING - LONG-TERM SCHEDULEApril 1957 through March 1958

The following schedule of AREA (INTERNAL) COURSES amends and extends the schedule given in your OTR CATALOG OF COURSES, Long-term Schedules (fold-outs) section. Courses to be offered during the next 12 months, according to present plans are listed. Applications for enrollment should be submitted in accordance with the statement of "Language and Area Training (Internal) - Enrollment Procedures" in the Administrative Foreword section of the Catalog:

WESTERN EUROPE

	Regional Survey	<u>Free Europe</u> Principal Instructor:	23 Apr. - 2 July 1957 Tues., Thurs. 0900 - 1230
25X1A	Americans Abroad	25X1A9a [REDACTED] Principal Instructor:	8 - 12 July 1957 Daily 0900 - 1200
	Americans Abroad	25X1A9a [REDACTED] Principal Instructor:	15 - 19 July 1957 Daily 0900 - 1200
25X1A	Americans Abroad	25X1A9a [REDACTED] Principal Instructor:	30 Sep. - 4 Oct. 1957 Daily 0900 - 1200
	Americans Abroad	25X1A9a [REDACTED] Principal Instructor:	7 - 11 Oct. 1957 Daily 1330 - 1630
	Integrated Area- Language (advanced) (in German)	25X1A9a [REDACTED] Principal Instructors:	14 Oct. - 20 Dec. 1957 Daily Full Time
	Basic Country Survey	25X1A9a [REDACTED] Principal Instructor:	15 Oct - 19 Dec. 1957 Tues., Thurs. 0900 - 1230
25X1A	Americans Abroad	25X1A9a [REDACTED] Principal Instructor:	27 - 31 Jan. 1958 Daily 0900 - 1200

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Americans Abroad	<u>Western Europe</u>	10 - 14 Feb. 1958
25X1A9a	Principal Instructor: [REDACTED]	Daily 1330 - 1630
Regional Survey	<u>Free Europe</u>	11 March - 15 May 1958
25X1A9a	Principal Instructor: [REDACTED]	Tues., Thurs. 0900 - 1230
 <u>MIDDLE EAST AND AFRICA</u>		
Americans Abroad	<u>Middle East and North Africa</u>	13 - 17 May 1957
25X1A9a	Principal Instructor: [REDACTED]	Daily 1330 - 1630
Current Problems Survey	<u>Nationalism and Communism in the Arab World</u>	17-- 21 June 1957
25X1A9a	Principal Instructor: [REDACTED]	Daily Full Time
Americans Abroad	<u>Middle East and North Africa</u>	9 - 13 Sep. 1957
25X1A9a	Principal Instructor: [REDACTED]	Daily 0900 - 1200
Basic Country Survey	<u>Fertile Crescent (Lebanon, Syria, Iraq, Jordan, Israel)</u>	9 Oct. - 13 Dec. 1957
25X1A9a	Principal Instructor: [REDACTED]	Wed., Fri. 0900 - 1230
Integrated Area-Language	<u>Greece or Turkey</u>	4 Nov. - 31 Jan. 1958
		Daily (Hours to be arranged)
Americans Abroad	<u>Middle East and North Africa</u>	13 - 17 Jan. 1958
25X1A9a	Principal Instructor: [REDACTED]	Daily 0900 - 1230
Regional Survey	<u>National Interest of the U.S. in the Middle East</u>	5 Feb. - 11 Apr. 1958
25X1A9a	Principal Instructor: [REDACTED]	Wed., Fri. 0900 - 1230
Regional Survey	<u>Africa South of the Sahara</u>	11 Mar - 15 May 1958
		Tues., Thurs. 0900 - 1200

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LATIN AMERICA

## Lecture Series

Latin America's Strategic  
Importance to the U. S.  
 Principal Instructor:  
 To be announced

4 Oct - 20 Dec. 1957  
 Friday  
 1430 - 1630

FAR EAST

25X1A Americans Abroad

[REDACTED]  
 Principal Instructor:  
 To be announced

20 - 24 May 1957  
 Daily  
 1400 - 1630

25X1A Americans Abroad

[REDACTED]  
 Principal Instructor:

17 - 21 June 1957  
 Daily  
 1400 - 1630

25X1A9a

Basic Country Survey  
 (Possibly integrated)

China  
 Principal Instructor:  
 To be announced

8 Jul - 13 Sep 1957  
 Mon., Wed., Fri.  
 1000 - 1200

Current Problems Survey

Political Systems of Asia  
 Principal Instructors:

22 Jul - 30 Aug 1957  
 Mon., Wed., Fri.  
 1000 - 1200

25X1A9a

Americans Abroad

Southeast Asia  
 Principal Instructor:

26 - 30 Aug 1957  
 Daily  
 1400 - 1630

25X1A9a

25X Americans Abroad

[REDACTED]  
 Principal Instructor:

16 - 20 Sep. 1957  
 Daily  
 1400 - 1630

25X1A9a

Integrated Language/Area  
 (in Russian)

U.S.S.R.  
 Principal Instructor:

16 Sep - 13 Dec. 1957  
 Mon., Wed., Fri.  
 0845 - 1045

25X1A9a

Basic Country Survey

Philippines  
 Principal Instructor:  
 To be announced

7 Oct. - 15 Nov. 1957  
 Mon., Wed., Fri.  
 1000 - 1200

Regional Survey

Economic Factors in Asia  
 Principal Instructor:

8 Oct. - 14 Nov. 1957  
 Tues., Thurs.  
 1400 - 1600

25X1A9a

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Regional Survey	<u>East Asia</u>	21 Oct. - 29 Nov. 1957
25X1A9a	Principal Instructor:	Mon., Wed., Fri.
		1400 - 1600
25X1A Americans Abroad		17 - 21 Feb. 1958
25X1A9a	Principal Instructor:	Daily
		1400 - 1630
Regional Survey	<u>Southeast Asia</u>	18 Feb. - 24 Apr. 1958
25X1A9a	Principal Instructor:	Tues., Thurs.
		1400 - 1700
Integrated Language/Area	<u>U.S.S.R.</u>	3 Mar. - 30 May 1958
25X1A9a	Principal Instructor:	Mon., Wed., Fri.
		0845 - 1045
Integrated Language/Area	<u>Japan</u>	10 Mar. - 9 May 1958
25X1A9a	Principal Instructor:	Daily
		1400 - 1630

Note 1: An integrated language/area program on Central Asia is being planned for the fall of 1957 to begin with a language course in Uzbek. Watch the Bulletin for further announcement.

Note 2: It is hoped that arrangement can be made to offer two courses, one on the Mowcow-Peiping Axis in the fall of 1957 and one on the Soviet Bloc in early 1958. Watch the Bulletin for further announcement.

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AMERICANS ABROAD

20 MAY TO 24 MAY

25X1A

This first, regional-type Americans abroad course [REDACTED] will be given daily from 1400 to 1630 hours in Room 2524 Quarters Eye Building.

25X1A

25X1A9a

All personnel, including their adult dependents expecting to go for the first time to this area within the next year are encouraged to attend. Applications for registration of employees must be submitted to the Registrar by 6 May. Requests for admission of dependents should be submitted by Training Officers through the Office of Security to the Chief, Language and Area School. Further information may be obtained by calling [REDACTED] Extension 3344.

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SPECIAL LECTURE SERIES:  
IN THE MAJOR LANGUAGES OF THE WORLD

25X1A

10 OCTOBER TO  
1 MAY 1957

All CIA personnel interested in improving their language proficiency and area knowledge are invited to attend a series of foreign language lectures (see Lecture Schedule below) presented Wednesdays at 1530 hours, in room 1-82, Quarters Eye. Information regarding the series may be obtained by calling [REDACTED] extension 2381 or 3629. You will, of course, wish to arrange with your supervisor for authorization prior to attendance at any one of the lectures.

Recognizing the need for increased knowledge in the language and area fields, the Office of Training is offering this series of lectures to be given in the major languages of the world by CIA personnel. Topics of particular interest, both to analysts and personnel in operations, have been selected. The purpose is twofold: To advance your knowledge of foreign languages; to increase your insight into the understanding of foreign peoples - their patterns of thought and behavior.

A special feature of the program is the amount of attention devoted to the theme "Understanding and Dealing With Foreign Peoples." Individual lecturers will speak on how to understand and deal with the Russians, the Japanese, the Latin Americans, etc. In this way, much of the "know-how" gained by our personnel through years of experience will be transmitted to you. As a result, it is hoped that in your contacts with the different nationalities, both here and abroad, you will be able to establish more effective rapport and attain better results.

Summaries of the lectures, in English, will be provided in the "Understanding and Dealing With Foreign People" talks, and also in a few other instances. The lecture in Arabic, due to the very limited number of Agency personnel able to understand this language, will be given in English with a brief summary following in Arabic.

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25X1A6d	3 April	Italian	"The Crises of the Italian Communist Party," Edward [REDACTED] SR
25X1A6d	10 April	Russian	"Economic Defense Problems of the Free World Today," [REDACTED] ORR
	17 April	Spanish	"Orientation To Social Customs and Behavior Patterns in the Spanish-Speaking World," [REDACTED] 5X1A6d OTR
	24 April	French	"Psychological Factors in Intelligence Work and Training," (Summary in English), [REDACTED] X1A6d OTR
	29 April	German	"Impressions of a World Wide Tour," [REDACTED] 25X1A6d
	15 May	German	"Why West Germans Defect to East Germany," [REDACTED] 4A6d OTR

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REGIONAL SURVEY

FREE EUROPE

23 APRIL TO 2 JULY

This course is concerned with all the countries of Europe west of the Iron Curtain. Classes will be held Tuesdays and Thursdays from 0900 to 1230 hours in Room 2132 I Building. Applications for registration must be submitted to the Registrar on or before 9 April. An interview with the principal instructor, extension 4437, is required of all applicants.

Emphasis will be placed upon Western Europe's national and international problems which have strategic implications for the security of the United States. The course is designed for personnel whose assignments are concerned with Western Europe as a whole or with any part thereof. Others may be admitted on the basis of a demonstrated minimum preparedness and need. All students will be expected to devote an hour a day, on the average, to outside reading, and to show a reasonable grasp of the main lines of the course in a final examination.

COURSE SCHEDULE

ORIENTATION

25X1A	Tuesday 23 April	0900 - 1015	Introduction: Course rationale, objectives, activities
		1030 - 1115	Keynote address: Europe and the United States C/WE)
		1120 - 1230	Films: "Along the Railway Tracks of Europe"; "Wings to Europe" (color)
	Thursday 25 April	0900 - 1000	Survey of strategic problems
		1015 - 1115	Films: "The Story of MDAP"; "Recovery of Europe through ECA"; "Power for All" (color)
		1115 - 1230	Survey of strategic problems (concluded)
	Tuesday 30 April	0900 - 1015	Map study - locational orientation
		1030 - 1115	Color slides of 10 countries
		1115 - 1230	Geography: economic and strategic

HISTORY

	Thursday 2 May	0900 - 1015	A framework
		1030 - 1130	Film: "Europe - A Human Adventure"
		1130 - 1230	A framework (concluded)

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Tuesday 7 May	0900 - 1015 1030 - 1115 1115 - 1230	Roots of Contemporary problems - Medieval times Films: "The Rise of Nations in Europe"; Colonial Expansion of European Nations " Roots of Contemporary problems - Early modern times, to 1800
Thursday 9 May	0900 - 1015 1030 - 1145 1145 - 1315*	Background of World Wars I and II, 1800 - 1940 Impact of World War II Film: "True Glory" (survey of background of the war)
Tuesday 14 May	0900 - 1015 1030 - 1130 1130 - 1230	Emergence of contemporary ideologies Film: "Here Is Germany" (record of militarism) Open

NATIONAL STRATEGIC PROBLEMS

Thursday 16 May	0900 - 1015 1030 - 1100 1100 - 1130 1130 - 1230 1230 - 1250*	United Kingdom Film: "Introducing the U.K." (NATO Series) Discussion United Kingdom (concluded) Film: "This Is Great Britain"
Tuesday 21 May	0900 - 1015 1030 - 1100 1100 - 1130 1130 - 1230	Germany Film: "Introducing Germany" (NATO Series) Discussion Germany (concluded)
Thursday 23 May	0900 - 1015 1030 - 1130 1130 - 1230	France Films: "Introducing France" (NATO Series) "France Is a Garden" (color) France (concluded)
Tuesday 28 May	0900 - 1015 1030 - 1100 1100 - 1130 1130 - 1230 1230 - 1250*	Italy Film: "Introducing Italy" (NATO Series) Discussion Italy (concluded) Film: "Wings to Vikingland"
Tuesday 4 June	0900 - 1000 1020 - 1120 1130 - 1230 1230 - 1255*	Scandinavian countries (panel) Benelux countries (panel) Austria and Switzerland (panel) Film: "Wings to Austria"

\* Film showings extending past 1230 hours are on a voluntary basis

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Thursday	0900 - 1015	Iberian countries (panel)
6 June	1030 - 1120	Films: "Introducing Portugal"; "Introducing Turkey" (NATO Series)
	1120 - 1230	Turkey, Greece, and Yugoslavia (panel)
	1230 - 1245*	Film: "Spain"

REGIONAL STRATEGIC PROBLEMS

Tuesday	0900 - 1015	International Tensions
11 June	1030 - 1120	Discussion
	1120 - 1230	Economic Relationships

Thursday	0900 - 1015	Integration: The Movement - record and outlook
13 June	1030 - 1115	Films: "155 Million Strong"; "Will Europe Unite?"
	1120 - 1230	Integration: The Organizations - personnel and functions

Tuesday	0900 - 1015	Atlantic Alliance: organization and functions -
18 June		national official and popular attitudes
	1030 - 1115	Discussion
	1120 - 1230	Military contribution

Thursday	0900 - 1000	Economic defense: Strategic controls
20 June	1015 - 1115	Discussion
	1120 - 1230	Open

Tuesday	0900 - 1015	Soviet strategy and Communist potential
25 June	1030 - 1115	Discussion
	1120 - 1230	Open

SUMMARY

Thursday	0900 - 1015	Situation Summary and Outlook
27 June	1030 - 1110	Film: "Flight into Time" (color)
	1115 - 1230	U.S. Policy toward Western Europe

Tuesday	0900 - 1200	Final examination
2 July		

\* Film showings extending past 1230 hours are on a voluntary basis

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NOONTIME MOVIE PROGRAM

APRIL AND MAY

You are invited to attend the various foreign language and English films to be shown in Room 1-82 Quarters Eye, at 1200 hours as scheduled below. Films of both entertainment and factual types are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call [REDACTED] extension 2381. 25X1A9a You will, of course, wish to arrange with your supervisor for authorization to attend those films which require time in excess of your lunch hour.

8 April Monday	Soviet Asia Area films: "Birobidzhan" G6582, 16 min. (Silent); "From the Aral Sea to the Caspian" E6253, 23 min.; "Soviet Buryat-Mongilia" D6292, 57 min. (In Russian).
9 April Tuesday	French film: "Nocturnal Frolics" D6174, 110 min. (About a Music Hall Troupe)
10 April Wednesday	Russian Newsreels
11 April Thursday	Asia Area film: "William Faulkner's Impressions of Japan" J6240, 14 min.; "Japan Today" J6338, 14 min.; "The Chinese Peasant Goes to Market" J6702, 11 min.; "Tientsin-Gateway to North China" G6954, 11 Min.; "Mongolia and China" G7083, 32 min.
12 April Friday	Middle East Area films: "Flight into the Mediterranean" (From Lisbon to Israel) J6422, 31 min.; "Tangier, Marrakech and the Foreign Legion" J6738, 26 min.; "Tunisia, Libya, Egypt" J6162, 30 min.; "History of Saudi Arabia" 20 min.
15 April Monday	Soviet Asia Area films: "Soviet Kazakhstan" D6045, 45 min.; "Soviet Tadzhikistan" E6045, 52 min.; (In English)
16 April Tuesday	East Asia Area films: "Beauty Spots of Japan" C1018, 10 min.; "Japan and Democracy" E6262, 17 min.; "Kyoto Story" G6661, 25 min.; "China-The Land and the People" H1233, 12 min.; "What is China" B7367, 23 min.
17 April Wednesday	Russian film: "The Man With a Gun" (Film of action during Bolshevik Revolution)
18 April Thursday	German Newsreels

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19 April Friday	Czech film: "Crisis--The Nazi Way" H0107, 72 min. (Describes evolution of Czechoslovakia up to Munich)
22 April Monday	Soviet Asia Area films: "Soviet Azerbaidzhan" D6044, 17 min.; "Soviet Uzbekistan" D6320, 52 min. (In English)
23 April Tuesday	East Asia Area films: "Rural life in Japan" J6632, 17 min.; "Pilgrimage to Mt. Fuji" J6630, 21 min.; "Festivals in Japan" J0760, 22 min.; "Tibet" J1382, 45 min.
24 April Wednesday	Russian Newsreels
25 April Thursday	West European Area films: "Wings to Europe" A3015, 30 min.; "Along the Railway Tracks of Europe" H1176, 10 min.; "The Story of Recovery" B7598, 11 min.
26 April Friday	Soviet Asia area films: "Peoples of the Soviet Union" B6097, 1952 version; "Soviet Taiga"; "The Caucasus" H6748, 22 min.; "In the Heart of Soviet Asia" G7292, 22 min.
29 April Monday	German film: "The Ruler" B1339, 105 min. (Emil Jannings film about Steel Magnate; Dutch-French subtitles)
30 April Tuesday	West European Area films: "The Story of MDAP" G7006, 22 min.; "Power for All" E0584, 20 min.; "Our Adventure to Europe" J6311, 34 min. (Student Group visits Western Europe).
1 May Wednesday	Russian film: "The Sea Hunter" H6559, 78 min. (Russians fight Germans in Submarine War in World War II)
2 May Thursday	French film: "Savoy Hotel 217" D6242, 72 min. (Mystery film)
3 May Friday	West European Area films: "Europe-Humaine Adventure" H6930, 65 min. (In English or French)
6 May Monday	West European Area films: "The Rise of Nations in Europe" J6010, 12 min.; "Colonial Expansion of European Nations" J6008, 13 min.; "France and its People" J0912, 13 min.
7 May Tuesday	Cantonese film: "God of Creation" 37 min. (On the Natural Sciences): Alternate film in Manderin will be shown if necessary)
8 May Wednesday	Russian Newsreels

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9 May            Polish film: "Ulica Graniczna" 110 min.  
Thursday        (Prize winner at Venice film festival; on Warsaw Ghetto  
                 uprising)

10 May           English Documentary: "True Glory" A0093, 90 min.  
Friday           (A Survey of Background leading to World War II)

13 May           West European Area films: "Here is Germany" A9050, 60 min.  
Monday           (Record of Militarism); "Germany, Key to Europe" 0945, 20 min.

14 May           German film: "Soviet Whalers" 58 min.  
Tuesday

15 May           Russian film: "The Immortal Garrison"  
Wednesday       (Prizewinning Epic of Defense of Brest Garrison in World War II)

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21-23

25X1C

AREA ANALYSTS PROGRAM -- NEAR EAST  
1957 Summer Seminar [REDACTED]

1 JULY TO  
27 SEPTEMBER

25X1C

Applications for the 1957 Summer Seminar [REDACTED] are due in the Office of Training by 15 March.

25X1C

[REDACTED]

The program is intended only for Headquarters analysts and intelligence officers of the middle grades whose duty assignments are directly related to the Near East. Persons who do not fall within this scope normally will not be considered for this program.

Prerequisites are: Top Secret clearance; One year of Agency service; Bachelor's degree, or equivalent; Competence to perform graduate study; GS-7 to GS-12, and at least one year of duty at CIA Headquarters directly involving major use of substantive materials on the Near East; Certification by OTR Qualifications Review Panel on 28 March.

Applications should be submitted on CIA Form No. 136, Request for Training at Non-CIA Facility. Along with this request for training, applicants must submit transcripts of academic records above high school and a statement of past academic training and professional experience concerned with the Near East. Applicants must also take, or have taken, the Professional Employees Testing Battery (PETB) prior to 1 March. This test may be arranged for by calling Extension 8322.

S-E-C-R-E-T

SAIS SUMMER SESSION  
AND CONFERENCE

TENSIONS IN  
THE MIDDLE EAST

24 JUNE TO  
29 AUGUST

The School of Advanced International Studies (SAIS) announces that its 1957 graduate summer session, 24 June - 23 August, and conference, 26-29 August, will concern TENSIONS IN THE MIDDLE EAST.

Specific summer session course offerings are as follows:

PROBLEMS OF NATIONALISM AND SOVEREIGNTY

[REDACTED]

25X1A

AMERICAN POLICY IN THE MIDDLE EAST

[REDACTED]

25X1A

COMMUNISM IN THE MIDDLE EAST

[REDACTED]

25X1A

ECONOMIC PROBLEMS OF THE MIDDLE EAST

Robert Sethian, Department of Commerce

SOCIAL CHANGE IN THE MIDDLE EAST

[REDACTED]

25X1A

Applications for summer session courses are due in the Office of Training by 1 April, and include attendance at the four-day conference. Applications for conference only are due by 15 July.

Applications for courses (including conference) or conference only should be submitted on CIA Form No. 136, Request for Training at Non-CIA Facility. The conference is by invitation only. Agency employees desiring invitations may obtain these only through the Office of Training.

Persons requesting a full-time program (2 courses for credit and 1 course audit) must submit transcripts of academic records above high school along with their training request, in order to be certified by the OTR Qualifications Review Panel on 25 April.

S-E-C-R-E-T

CUT ON THIS LINE. INSERT IN YOUR OFFICE COPY OF THE OTR CATALOG.

TITLE	Shorthand Theory Review
OBJECTIVES	Intensive Review of entire Gregg shorthand system Dictation speed of 60 words a minute or faster
PREREQUISITES	Secret clearance Basic knowledge of Gregg shorthand theory Pretest
ENROLLMENT	5 to 20
DURATION	Four weeks - 1½ hours a day (30 hours)
LOCATION	Headquarters

B-14

TITLE	Introductory Shorthand Dictation (Inactive as of 3 August 1956)
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B-15

SECRET/CIA OFFICIALS ONLY

(April 1957)

**TITLE** Intermediate Shorthand Dictation

**OBJECTIVES** Review of Gregg shorthand theory and concentrated study of a diversified vocabulary

Dictation speed of 70 words a minute or faster

Review of Agency correspondence formats

**PREREQUISITES** Secret clearance

Pretest or achievement of objectives in preceding class (Dictation speed of 60 words a minute)

**ENROLLMENT** 5 to 20

**DURATION** Four weeks - 1½ hours a day (25 hours)

**LOCATION** Headquarters

B-16

**TITLE** Advanced Shorthand Dictation

**OBJECTIVES** Review of Gregg shorthand theory and stenographic practice in Agency terminology

Dictation speed of 80 words a minute or faster

Review of Agency correspondence formats

**PREREQUISITES** Secret clearance

Pretest or achievement of objectives in preceding class (Dictation speed of 70 words a minute)

**ENROLLMENT** 5 to 20

**DURATION** Four weeks - 1½ hours a day (25 hours)

**LOCATION** Headquarters

SECRET/CIA OFFICIALS ONLY

CUT ON THIS LINE. INSERT IN YOUR OFFICE COPY OF THE OIR CATALOG.

CUT ON THIS LINE. INSERT IN YOUR OFFICE COPY OF THE OTR CATALOG.

TITLE	Reading Improvement
OBJECTIVES	Increase reading efficiency, by improving comprehension and speed in scanning, informational reading and study reading
PREREQUISITE	Scores on a group of pre-training tests must indicate scope for improvement  Course objectives must be applicable to job performance
ENROLLMENT	10 to 12
DURATION	36 hours: five 1-hour sessions per week for seven weeks, plus terminal interview
LOCATION	Headquarters

Adults who are average or better than average readers can increase their reading efficiency, and they can retain the higher skill level indefinitely.

The intelligence officer can improve his speed, understanding, concentration and memory in reading, by overcoming specialized reading habits. The course develops a variety of reading techniques, and the ability to adapt technique suitably to reading problems of varying complexity and length.

Each student spends approximately 75% of his time in the course performing instructional exercises in study reading, information reading and scanning techniques. He reads Foreign Service Despatches, CS reports, political articles, and OO reports for diverse practical purposes, and at different rates. The remaining 25% of course time is devoted to lectures, group discussions, and individual consultation with the instructor.

The instructor and student analyze a profile of the student's reading skills at the beginning of the course. The individual's class work and assignments emphasize those skills which he particularly needs to develop.



This is a new Intelligence School course listing. Please cut out this listing and place it in your office copy of the OTR Catalog as course number I-12.

**TITLE** Intelligence Research (Maps)

**OBJECTIVES** An appreciation of the significance of geographic factors in intelligence analysis; an introduction to map research methodology; and, development, through practice, of the skills required to derive a maximum of information from US and foreign maps.

**PREREQUISITES** Secret clearance

**ENROLLMENT** 10 to 15

**DURATION** Three mornings a week for three weeks (27 hours)

**LOCATION** Headquarters

Intelligence Research (Maps) is designed to:

Relate geography to intelligence analysis. Examine the various types of geography and the influence of geographic environment upon human activities. Illustrate the importance of geographic factors bearing on the intelligence problem by specific examples. Identify and classify on a functional basis the types of maps of value to the intelligence officer and demonstrate their preparation for use as briefing aids. Impart a general understanding of the problem of map projection, but emphasize the advantages and limitations of those projections most likely to be encountered by the Intelligence Officer in the course of his work. Teach the simple skills required in order to derive a maximum of information from maps.

Broaden the range of the map user through familiarity with maps produced by various U.S. Agencies; and, with the principal military topographic, commercial, and non-military map series published in foreign countries. Teach the mathematical formulas needed to convert foreign geographic coordinates based on the metric system; and, adjust geographic references based on prime meridians other than that passing through Greenwich. Familiarize the students with map reference materials available for geographic research; and, the comprehensive map support services offered by components of CIA and other government departments. Test by means of a Class Problem the various skills taught throughout the course.

NON-OTR CONDUCTED  
CUT ON THIS LINE. INSERT IN YOUR OFFICE COPY OF THE OTR CATALOG. TRAINING SECTION.

**TITLE** Russian Familiarization  
**OBJECTIVE** Orientation to the Russian Language  
**PREREQUISITES** Provisionally cleared persons may register  
**ENROLLMENT** 5 to 15  
**DURATION** 3 weeks: 2 one-hour lectures per week  
**LOCATION** FDD [REDACTED]

25X1A6d

The course is designed primarily for clerical and secretarial personnel whose work requires minimal familiarity with the Russian language. The lectures discuss the Cyrillic alphabet; transliteration; pronunciation; punctuation, capitalization, syllabification; geographical and personal names; basic features of grammar; numbers, dates, time; geography of the USSR; party and government organization; important personalities; use of dictionaries, encyclopedias, and other reference books.

For information, contact the Training Officer, OO/FDD, ext. 3016

Approved For Release 2001/07/16 : CIA-RDP78-03921A000200150001-9

SECRET/CIA OFFICIALS ONLY (OO/FDD, April 1957)

TITLE	Intensive Reading Courses: Polish, Romanian; Russian
OBJECTIVE	To develop high-level reading ability as rapidly as possible
PREREQUISITES	Previous knowledge of an inflected foreign language, and an understanding of the terminology of grammar  B.A. degree, or equivalent  Achievement of a score on the Foreign Language aptitude test in the highest or second highest category on the rating scale.
ENROLLMENT	3 to 10
DURATION	10 to 14 weeks: Full time
LOCATION	FDD [REDACTED] 25X1A6d

The sole direct aim of each course is to teach the student to read materials of the type and level he will find in operations. Hence no attempt is made to teach conversation or composition. The student acquires a thorough recognitional knowledge of grammar and a very large passive vocabulary.

The course consists of 60 excerpts from current publications, involving all levels of difficulty and on a variety of subjects, with vocabularies and grammatical notes. The rate of instruction is as rapid as the ability of the students will permit.

The FDD examination is given at the end of the course.

For information, contact the Training Officer, OO/FDD, ext. 3016.

SECRET/CIA OFFICIALS ONLY

Approved For Release 2001/07/16 : CIA-RDP78-03921A000200150001-9

NON-OTR CONDUCTED  
CUT ON THIS LINE. INSERT IN YOUR OFFICE COPY OF THE OTR CATALOG. TRAINING SECTION.

TITLE	Intensive Italian Grammar and Reading
OBJECTIVE	Ability to read Italian newspaper articles
PREREQUISITES	Previous knowledge of a Romance language  Achievement of a score on the Foreign Language aptitude test in the highest or second highest category on the rating scale
ENROLLMENT	3 to 12
DURATION	17 weeks: 3 hours of instruction, plus 3 hours of study in the operations area, supplemented by additional study on the student's own time
LOCATION	FDD [REDACTED]

25X1A6d

The course consists of approximately 7 weeks' study of Russo's "Elementary Italian Grammar," followed by 10 weeks of reading and translating of selected Italian newspaper articles of current operational value.

The FDD examination is given at the end of the course.

For information, contact The Training Officer, OO/FDD, ext. 3016

SECRET/CIA OFFICIALS ONLY

HISTORICAL INTELLIGENCE COLLECTION

(by Walter L. Pforzheimer, Special Assistant to the DD/I)

A little over a year ago, the Director of Central Intelligence expressed a desire that CIA should develop the best intelligence library in the world, to cover the subject of intelligence in its broadest meaning, in all languages and on all countries. As a result, the Historical Intelligence Collection (HIC) was established under the DD/I, headed by a Special Assistant to the DD/I.

At the present time, HIC consists largely of books on the subject of intelligence; to a lesser extent, magazine articles in the field are also being included, but, as time goes on, more and more of the periodical literature will be brought into the Collection. Some classified material on subjects of interest to the Collection, particularly in the form of manuals, is also being added, although the full extent of the inclusion of classified material has not yet been determined.

The books on the subject of intelligence which were in the CIA Library have been brought together in HIC, and a vigorous purchasing policy has been adopted. At the present time, the Collection is approaching 4,000 volumes in size. HIC is located in 1348 M Building (ext. 2970), and all are welcome to come in, browse, and borrow the books.

It should be emphasized that HIC is a collection on the subject of intelligence and not on the product of intelligence. Its scope includes such things as military, strategic, and national intelligence, as well as espionage, counter espionage, unconventional warfare in all of its aspects--including guerrillas, resistance movements, partisans, special forces, escape and evasion, subversion, clandestine press--and such other subjects as economic and psychological warfare, prisoners of war, cryptography, loyalty and security, and various elements of intelligence trade craft. As far as we can determine, nowhere else in the world is there a collection of similar size and scope.

What are the purposes which lie behind the Director's establishment of the Historical Intelligence Collection? In the first place, there is the question of precedents. No matter what the profession, one can always build upon the experiences of the past. For instance, there are still only three basic ways to escape from a prisoner of war camp--over the wall, under the wall, or through the wall. The rest is a matter of careful organization and individual ingenuity. The many books on this subject in HIC show much concerning the ingenuity of those who escaped. Such things as the documented hoax, so skillfully narrated in The Man Who Never Was, are only further refinements of similar operations in World War I and before. HIC also has some interesting early books on the substantive side of intelligence.

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In addition to the precedents which can be gleaned from this Collection, it was established in part to study the traditions of the intelligence profession--a profession which ranks with the oldest in the world. Its traditions should be as real to us as are the traditions of the Army, Navy, Air Force, and Marine Corps to the members of those services. In America the tradition goes back to the Revolution, for certainly no commander was ever more conscious of intelligence or relied on it more heavily than General Washington. His awareness of it was summed up in a letter he wrote to one of his officers: "The necessity of procuring good intelligence is apparent and need not be further urged--All that remains for me to add is, that you keep the whole matter as secret as possible. . . ."

In addition to the precedents which can be culled from this Collection and the traditions which it represents, HIC will serve as a training tool. If the facts, somewhat beclouded in history, regarding the capture of Major Andre and Nathan Hale can be relied on, one can only reach the conclusion that if either of them had stopped to think for even a minute or second, neither of them would have been caught, and the literature of intelligence would have been the poorer. But their momentary lapses are as timely for training purposes today as similar aberrations in World War II or thereafter. As time goes on, it is hoped that its very completeness will commend HIC to the training of intelligence personnel. To be sure, new scientific advances refine many aspects of intelligence, but no profession--whether it be law, or medicine, or science, or intelligence--can afford to overlook the basic lessons of the past and the foundations on which the profession is built. Nor does HIC relegate itself only to antiquity--the past is only yesterday, and tomorrow's books are already on order.

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LANGUAGE DEVELOPMENT PROGRAM

25X1A9a

(by [REDACTED] Chairman, Committee on Language Development) 25X1A

25X1A

[REDACTED] "Language Development Program," dated 4 February 1957, is a personal message from the Director of Central Intelligence to every employee of the Agency. This Notice announces the establishment of the Language Development Program and urges each of you to participate in it. The Notice further invites your attention to Regulation [REDACTED] which prescribes the policies and responsibilities for the direction and administration of the program and sets forth the conditions governing your participation in it.

25X1A

In addition to those mentioned above there are two notices which you will need to read before you can enter the Program. Notice [REDACTED] "Schedule of Awards and Instructions," establishes the amounts of awards for the various types and levels of proficiency and tells you how to enter the Program. Notice [REDACTED] "Classification of Languages for Award Purposes," designates those languages which are awardable now.

25X1A

In reviewing these documents you will note that:

a. All language training authorized under the Program will be provided at Agency expense whether or not it is undertaken during duty hours or on off-duty time, or related or unrelated to the duty assignment of the individual concerned.

b. If you believe you possess an awardable level of proficiency in one or more foreign language, all you need to do is to fill out Agency Form 444c, copies of which are now available in all Agency supply rooms, in accordance with the instructions on it and send it to your Administrative Officer. This action will establish you as a candidate for a Maintenance Award, payable 12 months from the date you complete the form, provided that you achieve satisfactory results on an official Agency proficiency test. Such tests will be scheduled just prior to the expiration of the initial 12-month period and annually thereafter.

c. If you have no knowledge of a foreign language, or have less than an awardable level of proficiency in one, or if you wish to increase the level of proficiency you now possess, you may apply for language training on Agency Form #73, "Request for Internal Training." This action will establish you as a candidate for an achievement award upon satisfactory completion of your training.

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There are two reasons why those of you who are now proficient in a foreign language at any one of the three awardable levels should complete and forward Agency Form 444c, Language Data Record, as soon as possible. First, the date you complete the form establishes the anniversary date of your annual maintenance award payment, as long as you remain eligible and qualified. Second, the data on the form is necessary for inclusion in the Language Qualifications Register.

For those of you who intend to apply for training under the provisions of the program, the following information is provided for your guidance in making application:

25X1A a. For the purposes of Regulation [REDACTED] language training will be considered:

Voluntary training whenever 51% or more of the time spent in classroom instruction and in required laboratory work is spent during off-duty hours, and

Directed training whenever 51% or more of the time spent in classroom instruction and in required laboratory work is spent during duty hours.

These definitions apply whether or not the individual is directed by his supervisor to take language training in whole or in part during off-duty hours. Whenever the individual voluntarily chooses to study a language, not directed by his supervisor but is authorized duty hour time for such study in excess of 51% of the total time required to learn the language, such training will be regarded as directed training.

25X1A

b. The Office of Training will attempt to provide for off-duty hours instruction in the languages listed in Notice [REDACTED] as rapidly as sufficient numbers of students indicate an interest in learning them, and provided that internal or external facilities are available during such times to offer the instruction.

c. In applying for language training on a "directed basis" use the established procedures currently in effect. If you are not familiar with them consult your Training Officer.

d. In applying for language training on a "voluntary basis" fill out Form #73 in accordance with the following instructions:

- (1) Complete items 1 - 14 inclusive.
- (2) Omit items 15 and 16.

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(3) In item 17 list only previous foreign language training and experience. Give name of language, dates of training, and type of course and experience, (e.g., two years high school; 12 semester hours, college; residence in a foreign country for 18 months, etc.)

(4) Item 18 will be filled in by the instructor after your scheduled interview with him.

(5) If the course you want is an existing scheduled course, list its title in item 19.

(6) Under "Remarks," item 20, indicate that you are applying for "voluntary training" and state your preference for before or after duty hours training. In addition, outline the type of training you require in terms of your objective. (e.g., I am a beginning student and I wish to achieve the elementary level of comprehensive proficiency; I am at the (elementary) (intermediate) level of (specialized) (comprehensive) proficiency and I wish to achieve the ( ) level of ( ) proficiency, etc.)

(7) If you are a beginning student, or if you are an advanced student and have not had prior Agency sponsored language training, you will be required to take the language aptitude test. The results you achieve on the test is one of the determining factors in the acceptance by the Director of Training of your enrollment as a language student.

e. Agency sponsored off-duty hours courses are designed to provide five classroom hours of instruction and seven hours of required laboratory work and study per week. Satisfactory completion of beginning courses will qualify the student at the elementary level of comprehensive proficiency in the language. Consequently, the duration of any beginning course will vary in accordance with the difficulty of the language concerned. Beginning courses in the easier languages will consist of four 16-week semesters. The duration of advanced courses will vary dependent upon the level of proficiency the student possesses when he enters the course.

25X1A

The Committee on Language Development has been established under the provisions of Regulation [REDACTED] as advisory to the Director of Training to assist him in the administration of the Program. If you have any questions or recommendations for the improvement of the Program, these should be forwarded to the Committee through your Training Officer. For your information, the Committee is composed of the following members:

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25X1A9a [REDACTED] extension 3531, Chairman, representing the Director of Training

25X1A9a [REDACTED], extension 2888, representing the Director of Personnel

25X1A9a [REDACTED], extension 2228, representing the Deputy Director (Support)

25X1A9a [REDACTED] extension 641, representing the Deputy Director (Intelligence)

25X1A9a [REDACTED] extension 3951, representing the Deputy Director (Plans)

The Office of Training Bulletin will continue to keep you informed of new information concerning the Language Development Program; meantime, contact your Training Officer for further information.

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# REGISTRAR'S REMINDERS

For information regarding courses and registration procedure, read your office copy of the OTR Catalog and your OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates follow. [Please check with your Training Officer regarding his special deadlines for applications]:

	<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
	Intelligence Orientation (R&S Auditorium)	B-3	22 Apr 20 May	29 Apr - 24 May 27 May - 21 June
25X1A6d	Administrative Procedures (136 [REDACTED])	B-4	27 May  2 Sept	3 - 21 June *29 July-16 Aug (cancelled) *9 - 27 Sept
25X1A6d	(See your <u>OTR Catalog</u> ) (136 [REDACTED])	B-5	22 Apr  22 July  23 Sept	29 Apr - 31 May *24 June-26 July (cancelled) 29 July-31 Aug *19 Aug - 20 Sept (cancelled) *30 Sept - 1 Nov
25X1A6d	Basic Supervision (GS 5-7) Basic Supervision (GS 12-14) Basic Supervision (GS 9-11) (0830 - 1230 hours, daily 155 [REDACTED])	B-7	15 Apr 29 Apr 27 May	*22 Apr - 3 May 6 - 17 May 3 - 14 June
25X1A6d	Basic Management (GS 12-14)  Basic Management (GS 13-15) Basic Management (GS 11-13) (0830 - 1230 hours, daily 155 [REDACTED])	B-8	  6 May 10 June	*22 Apr - 3 May (cancelled) 13 - 24 May 17 - 28 June

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<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
Clerical Refresher Program (2300 Alcott)	B-12 to B-19	15 Apr 22 May	22 Apr - 17 May 27 May - 21 June

Pre-testing for the Clerical Refresher Program is scheduled for  
18 April and 23 May in Room 2300, Wing C, Alcott Hall as follows:

0900-1000 Typing      1000-1100 Shorthand      1100-1200 English Usage

Instructional Techniques (2011 R&S)	B-20	13 May 17 June	20 - 24 May 24 - 28 June
Effective Writing	B-21		*6 May-12 July (cancelled)
Dependents' Briefing (117 Central Bldg)	B-23	(See your Training Officer)	7 - 8 May 4 - 5 June
Party Organization and Operations (0830-1230, daily, 2202 Alcott)	C-2	20 May	27 May-21 June
Intelligence Techniques (2027 R&S)	I-1	20 May	27 May-21 June
Conference Leadership (0830-1130 hours, Monday, Wednesday 2025 R&S)	I-3	15 April	22 Apr - 29 May
Writing Workshop (0900-1200 hours, 1st wk: Mon, Tues, Thurs last 2 wks: Tues, Thurs 2026 R&S)	I-6	15 Apr	22 Apr - 16 May
Reading Improvement (2402 Alcott)	I-7	8 Apr  8 May 12 June	*15 Apr - 8 May (was 15 Apr - 31 May) *15 May - 7 June 17 June - 2 Aug
OO/C Refresher (Room 425, 1717 H St)	I-11	3 June	10 - 19 June

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<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
("O" course titles are listed only in <u>OTR Catalog 100-1</u> )	0-1	16 Sept	*30 Sept - 31 Jan (was 3 Sept - 20 Dec)
	0-2	15 Apr	29 Apr - 7 June
	0-4	8 Apr	*15 Apr - 3 May (was 1 - 19 Apr)
		6 May	13 - 31 May
		17 June	24 June - 12 July
			*5 - 23 Aug (cancelled)
	0-5	22 Apr	29 Apr - 10 May
	0-6	22 Apr	29 Apr - 24 May
	0-10	17 June	24 June - 12 July
	0-15	6 May	13 - 31 May
	0-17	15 Apr	29 Apr - 24 May
	0-24	3 June	17 June - 5 July
	0-25	13 May 24 June	20 May - 7 June 1 - 19 July
	0-26	(See your Training Officer)	13 May

\*PLEASE BE SURE TO MAKE THESE CHANGES ON THE LONG-TERM SCHEDULE OF COURSES (FOLD-OUT CHARTS) IN THE BACK OF YOUR OFFICE COPY OF THE OTR CATALOG

S-E-C-R-E-T

~~CONFIDENTIAL~~AREA TRAINING

Applications for Area Training, Part-Time Language Training, and Integrated Area-Language Program Training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
<u>Regional Survey:</u>		
Free Europe	9 April	23 Apr - 27 June
<u>Current Problems Survey:</u>		
Nationalism and Communism in the Arab World	3 June	17 June - 21 June
<u>Americans Abroad:</u>		
Middle East and North Africa	29 April	13 May - 17 May
25X1A [REDACTED]	6 May	20 May - 24 May

INTENSIVE (FULL-TIME) LANGUAGE TRAINING

Applications for Intensive (Full-Time) Language courses should be submitted at least 6 weeks, and preferably 3 months, prior to the beginning dates of the courses. Qualifications of all applicants are considered by OTR Qualifications Review Panels prior to approval for training. The following courses are listed in the same sequence shown on the Long-Term Course Schedule contained in your OTR CATALOG.

Basic

Persian	13 May - 26 October
Turkish	3 June - 8 March 1958

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~~CONFIDENTIAL~~FOREIGN LANGUAGE PROFICIENCY TESTS

The Foreign Language Proficiency Tests are for those persons who already have some knowledge of a given language, and are designed to test how well a person reads, writes, and speaks that language. Individuals applying for intermediate or advanced study of a language may be required by the Office of Training to take the proficiency test in that language in order to determine just what further training will be most rewarding. The written part of the test (covering reading and writing) requires about 3 - 4 hours and is given in the morning. The oral part requires about 15 minutes for each person and is given in the afternoon. Individuals may elect, or be required, to take tests in reading, writing, or speaking, or any combination of these capabilities. All tests are administered on Thursdays, in Room 2623, Quarters Eye. Call extension 4640 or 3318, at least one week prior to the date of a test, to arrange an appointment.

4 Apr	German	16 May	Chinese (Mandarin) Dutch Slovene
11 Apr	Norwegian		
18 Apr	Spanish	23 May	Arabic Korean
25 Apr	Bengali Russian	6 Jun	German Urdu
2 May	French Hindi Slovak	13 Jun	Japanese Persian
9 May	Bulgarian Danish Indonesian	27 Jun	Russian

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25X1A

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# SECURITY means this



# ...and more

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